

# Recruiting Announcement

U.S. DEPARTMENT OF ENERGY

SOUTHWESTERN POWER ADMINISTRATION

Announcement No.: DEU-SW-2004-09

Opening Date: May 4, 2004

Closing Date: May 25, 2004

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**POSITION:** **PROGRAM MANAGER, GS-340-14**  
**(Director, Division of Engineering and Planning)**  
**Salary Range for GS-14: \$82,438 - \$107,170**

**ORGANIZATION LOCATION:** Southwestern Power Administration  
Office of Corporate Operations  
Division of Engineering and Planning

**DUTY LOCATION:** Tulsa, OK

**PROMOTION POTENTIAL:** None

**SUPERVISOR/MANAGER PROBATION:** Yes

**REPORT OF FINANCIAL INTEREST:** Yes

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**WHO MAY APPLY:** All U.S. citizens may apply. No previous Federal employment is required. All applicants will receive consideration for appointment without regard to race, religion, color, national origin, sex, political affiliation, age, or any other non-merit factor. (Federal candidates and certain preference eligible veterans may receive dual consideration for this vacancy by also making application under Merit Promotion Vacancy Announcement, SW-2004-11, found at either <http://www.usajobs.opm.gov> or <http://www.swpa.gov/careers.htm>.)

**GENERAL INFORMATION ABOUT SOUTHWESTERN POWER ADMINISTRATION:** Southwestern Power Administration (Southwestern) was created in 1943 to market power and energy produced at the U.S. Army Corps of Engineers hydroelectric power projects. This electricity is provided to homes and businesses in a six-state area: Arkansas, Kansas, Louisiana, Missouri, Oklahoma, and Texas. Southwestern is responsible for repaying the U.S. Treasury for all costs associated with the production and marketing of hydroelectric power. These costs include principal and interest on dam construction, as well as annual costs of operation and maintenance. Efficient operations allow Southwestern to supply economical hydroelectric power. This helps municipalities and rural electric cooperatives stay in line with limited budgets and still allows Southwestern to repay the Federal investment in dams with interest. By generating hydroelectric power at 24 Federal multi-purpose water resource projects (dams), the projects have, for more than 50 years, helped to supply electricity to cities, towns, and rural areas. To integrate the operation of the hydroelectric generating plants, Southwestern maintains 1,380 miles (2,220 kilometers) of high-voltage transmission lines, 23 substations, and 46 microwave towers. Seventeen of the 24 generating plants are scheduled directly by Southwestern. Nineteen generating plants contribute to the interconnected system operations. Generation at five projects serves specific customer loads. Southwestern has over 100 preference customers that ultimately serve over 7 million end-use customers. For more information about Southwestern, visit our Internet web site at: [www.swpa.gov](http://www.swpa.gov).

**PURPOSE OF PROGRAM MANAGER POSITION:** Serves as the Director of the Division of Engineering and Planning. The Division is responsible for the planning and engineering functions related to facilities design and construction for Southwestern and its high-voltage transmission system. The incumbent directs a program segment that performs professional engineering work encompassing a region of several states. The activities, functions, and services provided by the Division directly and significantly impact a wide range of agency activities, the work of other agencies, the operations of outside interests, and the general public. Consequently, the position necessarily involves significant personal interaction requiring the development and maintenance of effective working relationships to coordinate in order to meet organizational needs. The work directed by the incumbent is essential to implementation of the power marketing program of Southwestern and to providing adequate and reliable service not only to Southwestern's customers but also to the interconnected power system throughout the Southwestern service area. The incumbent is accountable to the Assistant Administrator, Office of Corporate Operations, who reports to the Administrator of Southwestern.

**DUTIES AND RESPONSIBILITIES:** Serves as advisor and staff assistant to the Assistant Administrator, Office of Corporate Operations, in matters pertaining to transmission service, engineering, operation studies, construction budgeting, and program coordination. Responsible for all phases of engineering from initial studies through conceptual design, environmental studies, budget preparation, detail design, engineering drawing preparation, specifications preparation, procurement requests, evaluating contractor proposals, and reviewing contractor engineering to inspection and acceptance of final project. Reviews proposed power marketing arrangements and changes to established arrangements, and makes recommendations pertaining to effects of the proposals on the environment; effects of proposals on Southwestern's planning and management of the transmission system, the transmission lines, substations, metering, load control, and telecommunication facilities required; and the parties responsible for furnishing and installing such facilities. Continually reviews Southwestern's plans for changes and improvements to provide adequate protection of the facilities and fault isolation. Prepares and justifies budget submission for the construction program. Plans, organizes, coordinates, manages, directs, and reviews the execution of all functional assignments, and discusses approaches, sources of information, and other factors or problems that are new, complex, or novel. Hires professional staff commensurate with successful accomplishment of Division functions; sets forth their respective duties, responsibilities, authorities, and standards of performance and conduct; evaluates performance of staff; takes remedial actions regarding grievances and complaints, recommending other action in more serious cases; approves expenses comparable to within-grade increases, extensive overtime, and employee travel; recommends awards or bonuses for personnel and changes in position classification, subject to approval. Provides and ensures that subordinates are provided equal opportunity regardless of race, color, religion, sex, handicap, or national origin and that minorities and women are afforded full consideration in policies and practices. Acts as Southwestern's Compliance Officer for the Standards of Conduct, fielding questions from any employee regarding compliance.

**QUALIFICATION REQUIREMENTS:** The qualification requirements are specifically addressed by the Office of Personnel Management's Qualifications Standards for General Schedule Positions, General Administrative, Clerical, and Office Services, Group Coverage Qualifications Standards for Administrative and Management Positions, GS-300 Series, specifically, Program Management, GS-340 series, which can be found on the Internet at: <http://www.opm.gov/qualifications/SEC-IV/A/GS-ADMIN.HTM>. The qualifications are *highlighted* as follows:

Basic Requirements: Applicants must have *specialized experience* equivalent to at least next lower grade level (GS-13)

Definition *Specialized Experience:* Experience that has equipped the applicant with the particular knowledge, skills, and abilities to perform the duties of the position successfully and that is typically in or related to the work of the position to be filled is considered specialized. To be creditable, specialized experience must have been equivalent to at least the next lower grade level in the normal line of progression for the occupation in the organization.

**NOTE:** *Status* applicants (current Federal employees) must meet qualification and time-after-competitive-appointment requirements within 30 days of the closing date of this announcement.

**BASIS OF EVALUATION:** Applicants who meet the qualification requirements will be rated on the basis of relevant experience, education, related volunteer experience, training, job-related awards, and the ranking factors listed below. **To receive consideration, ALL applicants MUST address the set of ranking factors listed below on a supplemental sheet and include this as a part of their application package. Applications that do not include this supplemental address of the ranking factors will be considered incomplete and ineligible for consideration.** (See *Keys to Addressing Ranking Factors* below.)

1. Ability to direct, plan, organize, manage, lead, and supervise a multi-disciplinary, professional, technical, and administrative support staff in a complex program for the marketing of hydroelectric power, including the timely management and coordination of multiple high priority projects and tasks.
2. Knowledge of managerial and administrative skills in such fields as budget, financial management, performance measurement (both personal and organizational), and strategic planning to develop, administer, coordinate, monitor, and evaluate all aspects of the engineering and construction budget; to adequately direct the administrative and coordinative functions of the Division; and to advise the senior management team.
3. Knowledge of the engineering and scientific concepts, principles, practices, and operating characteristics related to the generation and transmission of hydroelectric power in order to direct all necessary phases of engineering work, including resources for a variety of large and/or complex projects; and the knowledge of rates, and power sales and/or interconnection contractual agreements.
4. Ability to communicate at a professional level, both orally and in writing, with senior management, with peers, with subordinate staff, with customers, and with professional organizations in order to establish and maintain effective working relationships, to coordinate to meet organizational goals, to negotiate, and to transfer information.
5. Knowledge of and willingness to support equal employment opportunity (EEO) programs in the recruitment and selection process, in the

supervision and management of current employees, and in achieving and maintaining workforce diversity in support of the agency's EEO program and activities.

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### Keys to Addressing Ranking Factors

In your address of the ranking factors above, our subject-matter experts (raters) are looking for clear, concise examples that show the level of accomplishment and degree of responsibility. Examiners and raters are not permitted to *infer* anything about your application, so be sure that your statements are specific and complete. **Examples** that show depth of knowledge, level of skill, degree of ability, and evidence of what you actually did and the results that were obtained are essential to ensure an appropriate rating of your application. An example or model to follow in addressing ranking factors could be:

**Challenge:** Describe a specific problem or goal.

**Context:** Talk about the individuals and groups you worked with, and/or the environment in which you worked, to tackle a particular challenge (e.g., clients, co-workers, members of Congress, shrinking budget, low morale).

**Action:** Discuss the specific actions you took to address a challenge.

**Result:** Give specific examples of the results of your actions. These accomplishments demonstrate the quality and effectiveness of your skills, decisions, actions, etc.

Each ranking factor should be addressed individually with no more than two per sheet of paper. Applicants are encouraged to limit their response to each ranking factor to no more than one page.

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### **SPECIFIC REQUIREMENTS/CONDITIONS OF EMPLOYMENT:**

- A. Applicants must be citizens of the United States (or owe allegiance to the United States).
- B. Applicants must be at least 16 years of age to apply for this vacancy.
- C. Public Law 103-356 requires direct deposit of Federal wage, salary, and retirement payments by electronic funds transfer from recipients who begin receiving such payments on or after January 1, 1995.
- D. Incumbent is subject to frequent travel.
- E. Incumbent is subject to a background investigation.
- F. **PROBATIONARY PERIOD:** If the applicant chosen for this position is hired from an external search, that individual must serve a probationary period of the first 12 months of employment. Probationary periods are utilized to determine the employee's fitness (work performance and conduct) for continued employment. A less than fully successful probationary period may result in termination of employment.
- G. **SUPERVISORY PROBATIONARY PERIOD:** Federal employees who become *first-time* supervisors in the Federal government must serve a one-year probationary period, in accordance with 5 U.S.C., Section 3321(a)(2). A less than fully successful supervisory probationary period results in placement back into a position at the same grade level from which the probationer came.
- H. **Relocation Expenses:** Payment or reimbursement of relocation expenses for Federal government transferees may be authorized depending upon the availability of funds and at the discretion of management. Limited payment or reimbursement of specific relocation expenses may be authorized for new appointees to the Federal government.

**Applicant Certification:** Before appointment, applicant will be required to certify that all information contained on or attached to his/her application is complete, true, accurate, and made in good faith as well as providing other suitability information. This certification will be made with the understanding that the information may be investigated, and false or fraudulent information on your application may be grounds for not hiring you, for firing you after you begin work, or be punishable by fine or imprisonment.

**HOW TO APPLY:** Candidates may submit a resume, curriculum vitae, other documents such as an optional Federal employment application, or general employment application form.

- A. Your application must contain the information described in the Office of Personnel Management pamphlet, "Applying for a Federal Job," which can be found at Internet web site: <http://www.opm.gov/forms/pdfimage/of0510.pdf>. At a minimum this includes: Announcement number (DEU-SW-2004-09, title and grade of position (Program Manager, GS-340-14) on front page of application or resume; your full name, mailing address, telephone numbers; your social security number; country of citizenship; your work and education background.

- B. Additional information/completed forms should be submitted if applicable:
- For veterans claiming preference, copy of ALL DD-214s and, if applicable, verification of disability dated within the preceding year.
  - If former Federal employee, SF-50, Notification of Personnel Action, indicating proof of competitive status from prior Federal service
  - If an employee of another Federal agency, SF-50 as proof of competitive status
  - Supplemental address of ranking factors (mandatory for consideration)**

Submission of the Applicant Disability, Race/National Origin and Sex Identification form is voluntary and can be found at: [http://achilles/intranet/forms/DOE\\_F\\_1600\\_7.PDF](http://achilles/intranet/forms/DOE_F_1600_7.PDF). The form will be detached from your application package upon receipt.

Failure to submit requested information/documents may result in non-consideration or a lower rating in the evaluation process. **Applications that do not include the supplemental address of the ranking factors will be considered incomplete and ineligible for consideration.**

Submit complete application package to:

**Southwestern Power Administration  
Attn: Lynn King, S-1080  
One West Third Street  
Tulsa, OK 74103**

Applications received in the mail must be postmarked on or before the closing date and received in the Human Resources Management Office within five (5) working days after the closing date of the vacancy announcement. Do not send original documents; applications will not be returned. **Applications mailed in Government-franked envelopes or faxed using government fax machines will NOT be accepted.**

**Assistance Programs**

**Placement Assistance Programs:** Individuals entitled to priority consideration under the Interagency Career Transition Assistance Program (ICTAP) and/or Department of Energy's Career Transition Assistance Program **MUST** submit the documentation listed below with their application package:

- A. RIF separation notice; a letter from OPM or your agency documenting your priority consideration status;
- B. Current (last) performance appraisal rating of record (must be successful or equivalent);
- C. Narrative statement (GS positions), or Supplemental Qualifications Statement (WB positions), addressing the knowledge, skills, and ability factors listed under Qualification Requirements in this announcement; and
- D. Documentation showing the promotion potential of the position from which you may be or have been separated. (Applicants are eligible for consideration only for vacancies which have no higher promotion potential.)

Eligible employees must be determined to be well qualified for this position. Well-qualified means an eligible employee possesses the knowledge, skills, and abilities which clearly exceed the minimum qualification requirements for the position.

**REASONABLE ACCOMMODATION:** This agency provides reasonable accommodation to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify this agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

**Veterans' Preference:** The Veterans' Preference Act of 1944, as amended, provides veterans who are disabled or who served on active duty in the Armed Forces during certain specified time periods or in military campaigns preference over others in hiring from competitive lists of eligibles. A veteran must have been separated from active duty in the Armed Forces with an honorable or general discharge. As defined by 5 U.S.C. 2101(2), *Armed Forces* means the Army, Navy, Air Force, Marine Corps, and Coast Guard. When applying for Federal jobs, eligible veterans should claim preference on their application or resume and include a copy of their DD-214. For more information about this and other veterans' issues, refer to the VetGuide, published by the Office of Personnel Management, at <http://www.opm.gov/veterans>.

**NOTE:** The Defense Authorization Act of November 18, 1997, extended veterans' preference to persons who served on active duty during the Gulf War from August 2, 1990, through January 2, 1992. The law grants preference to persons otherwise eligible and who served on active duty during the period, regardless of where the person served or for how long. The law also authorized the Secretary of each military department to award the Armed Forces Expeditionary Medal for service in Bosnia during the period November 20, 1995, to a date to be determined. The award of the Medal is qualifying for veterans' preference. More information on veterans' preference is available in the VetGuide that may be found on the U.S. Office of Personnel Management web site at <http://www.opm.gov/veterans>.

**CONTACT:** For further information, you may contact Lynn King at (918) 595-6617 or at [Lynn.King@swpa.gov](mailto:Lynn.King@swpa.gov).

*THE U.S. DEPARTMENT OF ENERGY IS AN EQUAL OPPORTUNITY EMPLOYER.*

*A HARASSMENT-FREE WORK ENVIRONMENT IS SOUTHWESTERN'S POLICY.*

What's Said about Tulsa, Oklahoma? Visit Tulsa Metropolitan's Chamber's Internet web site: <http://www.tulsachamber.com>

**U.S. Department of Energy**  
**APPLICANT DISABILITY, RACE/NATIONAL ORIGIN AND SEX IDENTIFICATION**  
(Please read the Instructions and Privacy Act Statement before completing this form)

**OMB Burden Disclosure Statement**

Public reporting burden for this collection of information is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Office of Information Resources Management Policy, Plans, and Oversight, Records Management Division, HR-422-GTN, Paperwork Reduction Project (1910-0600), U.S. Department of Energy, 1000 Independence Avenue, S.W., Washington, DC 20585; and to the Office of Management and Budget (OMB), Paperwork Reduction Project (1910-0600), Washington, DC 20503.

**PRIVACY ACT STATEMENT**

This data is being collected to plan and evaluate the agency's recruitment of persons with disabilities, minorities and women, and to help ensure that agency personnel practices meet the requirements of Federal law and regulation. The data you supply will be used for statistical analysis only. **SUBMISSION OF THIS INFORMATION IS VOLUNTARY.** Failure to provide this information will have no effect on the processing of your application for Federal employment. Individual personnel selections are not made based on this information.

**Authority:** Sections 1302, 3301, 3302, 3304 and 7201 of Title 5 of the U.S. Code; Section 2000e of Title 42 U.S. Code; and Section 791 of Title 29 of the U.S. Code.

Solicitation of your Social Security Number (SSN) is authorized by Executive Order 9397 (November 22, 1943), which requires agencies to use the SSN as the means for identifying individuals in personnel information systems. It will be used only for that purpose. Submission of your SSN is voluntary and failure to furnish your SSN on this form will have no effect on your application.

Vacancy Announcement Number	Position Title, Series, Grade
Name (Last, First, Middle Initial)	Social Security Number
<input type="checkbox"/> Male <input type="checkbox"/> Female Sex	

**SECTION A. DISABILITY STATUS**

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A person is disabled if he or she has a physical or mental impairment which substantially limits one or more major life activities. Please read the disability descriptions below and then write the two-digit numeric code in the box above which best describes your disability, if any. If you have more than one disability, choose the one which results in the most substantial limitation.

NOTE: Please place only ONE two-digit code number in the box.

- 05. I do not have a disability.
- 16. Total deafness in both ears, with or without understandable speech.
- 23. Inability to read ordinary size print, not correctable by glasses (can read oversize print or use assisting device).
- 25. Blind in both eyes (no usable vision, may have some light perception).
- 28. Missing one arm or one leg.

- 33. Missing both hands or both arms or both feet or both legs.
- 35. Missing one hand or arm and one foot or leg.
- 64. Partial paralysis of both hands.
- 65. Partial paralysis of both legs, any part, or both arms, any part.
- 67. Partial paralysis of one side of the body, including one arm and one leg.
- 68. Partial paralysis of three or more major parts of the body (arms and legs).
- 71. Complete paralysis of both hands or both arms or both legs.
- 72. Complete paralysis of one arm or one leg.
- 76. Complete paralysis of lower half of body, including legs.
- 77. Complete paralysis of one side of body, including one arm and one leg.
- 78. Complete paralysis of three or more major parts (of body) (arms and legs).
- 82. Convulsive disorder (e.g. epilepsy).
- 90. Mental retardation (a chronic and lifelong condition involving a limited ability to learn, to be educated, and to be trained for useful productive employment as certified by a state vocational rehabilitation agency).
- 91. Mental or emotional illness (a history of treatment for mental or emotional problems).
- 92. Severe distortion of limbs and/or spine (e.g. dwarfism, severe distortion of the back).
- 06. I have a disability, but it is not listed above. Describe:

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## SECTION B. RACE/NATIONAL ORIGIN

The categories below provide descriptions of race and national origins. Read the descriptions and then check the box next to the category with which you identify yourself. If you are of mixed race and/or national origin, select the category with which you most closely identify yourself. **NOTE: Please mark only ONE box.**

- |                                      |                          |   |
|--------------------------------------|--------------------------|---|
| A. American Indian or Alaskan Native | <input type="checkbox"/> | A person having origins in any of the original peoples of North America, and who maintains cultural identification through community recognition or tribal affiliation.   |
| B. Asian or Pacific Islander         | <input type="checkbox"/> | A person having origins in any of the original peoples of the Far East, Southeast Asia, the India subcontinent, or the Pacific Islands. For example: China, India, Japan, Korea, the Philippine Islands, Samoa and Vietnam. |
| C. Black, not of Hispanic origin     | <input type="checkbox"/> | A person having origins in any of the black racial groups of Africa. This does not include persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins.                        |
| D. Hispanic                          | <input type="checkbox"/> | A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins. This does not include persons of Portuguese culture or origin.   |
| E. White, not of Hispanic origin     | <input type="checkbox"/> | A person having origins in any of the original peoples of Europe, North Africa or the Middle East. This does not include persons of Mexican, Puerto Rican, Cuban, Central or South American cultures or origins.            |
| F. Other                             | <input type="checkbox"/> | A person not included in the above categories.  |